Northline Studio

Expense Report

REPORT TOTAL
USD 376.05

CLIENT
Westhaven Offices

PROJECT
Workplace Strategy

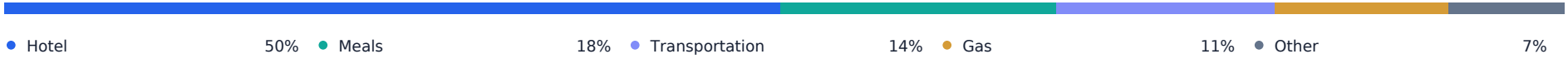
CONSULTANT
Jordan Ellis

REPORT DATE
2026-09-22

TRIP DATES
Sep 12 - 13, 2026

CITIES
Chicago, IL; Milwaukee, WI

Site assessment and stakeholder workshops.



Expenses / USD

DATE / CITY	HOTEL	MEALS	TRANSPORTATION	GAS	OTHER
Sep 12, 2026 Chicago, IL	**184.50** Credit Foundry Hotel	**12.00** OOP Coffee Stop **30.00** Credit Elm Street Table **23.75** OOP Lakefront Kitchen	**32.00** OOP City Transfer	**41.20** OOP Harbor Fuel	**9.00** OOP Corner Supply **18.60** OOP Paper & Press
Sep 13, 2026 Milwaukee, WI			**20.00** OOP City Transfer		
Subtotal	184.50	65.75	52.00	41.20	27.60

Mileage

Date	Business route	Distance	Rate	Reimbursement
2026-09-13	Client office to station	10.00 mi	0.500	USD 5.00

Supporting detail

Date / city	Merchant / category	Description / receipt	Foreign currency
2026-09-12 Chicago, IL	Harbor Fuel Gas	Regular fuel - 10 gallons receipt-04.pdf	
2026-09-12 Chicago, IL	Foundry Hotel Hotel	Guest room - one night receipt-01.pdf	
2026-09-12 Chicago, IL	Coffee Stop Meals	Coffee and breakfast receipt-07.pdf	
2026-09-12 Chicago, IL	Elm Street Table Meals	Dinner receipt-06.pdf	
2026-09-12 Chicago, IL	Lakefront Kitchen Meals	Lunch special receipt-02.pdf	
2026-09-12 Chicago, IL	Corner Supply Other	Workshop stationery receipt-08.pdf	
2026-09-12 Chicago, IL	Paper & Press Other	Workshop handouts receipt-05.pdf	
2026-09-12 Chicago, IL	City Transfer Transportation	Station to client office receipt-03.pdf	
2026-09-13 Milwaukee, WI	City Transfer Transportation	Client office to station receipt-09.pdf	

Supporting receipts

9/12/26 | Harbor Fuel | Gas | $41.20

SAMPLE RECEIPT

Harbor Fuel

Chicago, IL

2026-09-12 / Ref. DEMO-0004

DESCRIPTION	USD
Regular fuel - 10 gallons	41.20

TOTAL PAID **$41.20**

Payment: card ending 0000

Status: paid

Thank you for your visit.

Fictional merchant and transaction for the Spendan sample.

Receipt 01

9/12/26 | Foundry Hotel | Hotel | $184.50

SAMPLE RECEIPT

Foundry Hotel

Chicago, IL

2026-09-12 / Ref. DEMO-0001

DESCRIPTION	USD
Guest room - one night	164.00
Occupancy tax	20.50

TOTAL PAID **$184.50**

Payment: card ending 0000

Status: paid

Thank you for your visit.

Fictional merchant and transaction for the Spendan sample.

Receipt 02

9/12/26 | Coffee Stop | Meals | $12.00

SAMPLE RECEIPT

Coffee Stop

Chicago, IL

2026-09-12 / Ref. DEMO-0007

DESCRIPTION	USD
Coffee and breakfast	11.00
Sales tax	1.00

TOTAL PAID **$12.00**

Payment: card ending 0000

Status: paid

Thank you for your visit.

Fictional merchant and transaction for the Spendan sample.

Receipt 03

9/12/26 | Elm Street Table | Meals | $30.00

SAMPLE RECEIPT

Elm Street Table

Chicago, IL

2026-09-12 / Ref. DEMO-0006

DESCRIPTION	USD
Dinner	24.00
Sales tax	2.10
Gratuity	3.90

TOTAL PAID **$30.00**

Payment: card ending 0000

Status: paid

Thank you for your visit.

Fictional merchant and transaction for the Spendan sample.

Receipt 04

Supporting receipts

9/12/26 | Lakefront Kitchen | Meals | $23.75

SAMPLE RECEIPT

Lakefront Kitchen

Chicago, IL

2026-09-12 / Ref. DEMO-0002

DESCRIPTION	USD
Lunch special	20.00
Sales tax	1.75
Gratuity	2.00

TOTAL PAID **$23.75**

Payment: card ending 0000

Status: paid

Thank you for your visit.

Fictional merchant and transaction for the Spendan sample.

Receipt 05

9/12/26 | Corner Supply | Other | $9.00

SAMPLE RECEIPT

Corner Supply

Chicago, IL

2026-09-12 / Ref. DEMO-0008

DESCRIPTION	USD
Workshop stationery	8.25
Sales tax	0.75

TOTAL PAID **$9.00**

Payment: card ending 0000

Status: paid

Thank you for your visit.

Fictional merchant and transaction for the Spendan sample.

Receipt 06

9/12/26 | Paper & Press | Other | $18.60

SAMPLE RECEIPT

Paper & Press

Chicago, IL

2026-09-12 / Ref. DEMO-0005

DESCRIPTION	USD
Workshop handouts	17.00
Sales tax	1.60

TOTAL PAID **$18.60**

Payment: card ending 0000

Status: paid

Thank you for your visit.

Fictional merchant and transaction for the Spendan sample.

Receipt 07

9/12/26 | City Transfer | Transportation | $32.00

SAMPLE RECEIPT

City Transfer

Chicago, IL

2026-09-12 / Ref. DEMO-0003

DESCRIPTION	USD
Station to client office	29.00
Service fee	3.00

TOTAL PAID **$32.00**

Payment: card ending 0000

Status: paid

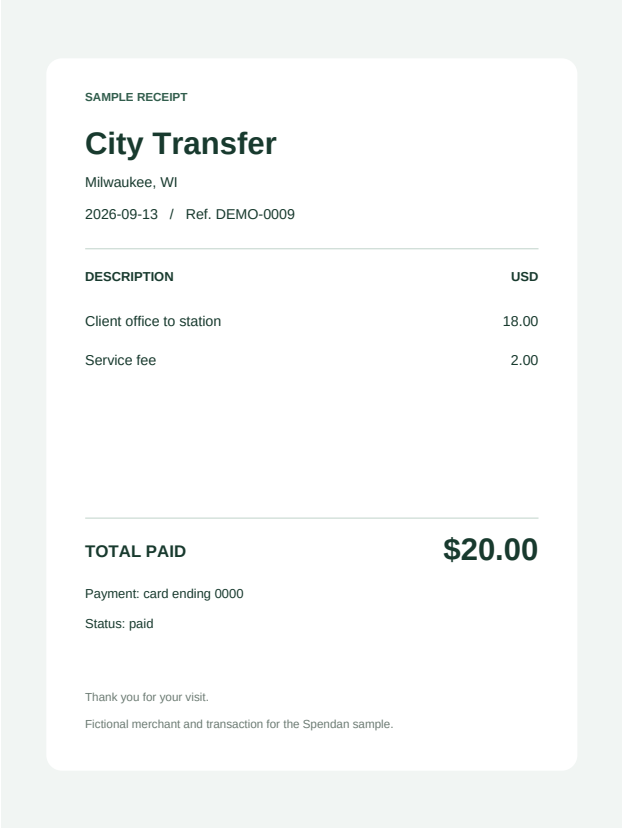
Thank you for your visit.

Fictional merchant and transaction for the Spendan sample.

Receipt 08

Supporting receipts

9/13/26 | City Transfer | Transportation | $20.00



SAMPLE RECEIPT

City Transfer

Milwaukee, WI

2026-09-13 / Ref. DEMO-0009

DESCRIPTION	USD
Client office to station	18.00
Service fee	2.00

TOTAL PAID $20.00

Payment: card ending 0000

Status: paid

Thank you for your visit.

Fictional merchant and transaction for the Spendan sample.

Receipt 09